

Townsend Town Council Reorganization and Meeting

Agenda

June 5th, 2024 @ 7:00 pm

VIA CONFERENCE CALL &

Town Hall

7:00 pm Re-Organization Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - A. Roll Call:
 - B. Pledge of Allegiance:
 - C. Recognition of Visitors:
 - D. Announcements:
- III. Adoption of Agenda.
- IV. Approval / Rejection of Minutes
 - A. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the April 17th, 2024, Town Council Public Hearing.
 - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the April 17th, 2024, Town Council Special Meeting.
 - C. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the April 17th, 2024, Town Council Special Meeting Executive Session.
 - D. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the May 1st, 2024, Town Council Meeting.
 - E. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the May 10th, 2023, Town Council Meeting Executive Session.
 - F. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the May 15th, 2024, Town Council Special Meeting.
 - G. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the May 15th, 2024, Town Council Special Meeting Executive Session.
- V. Introduction of Incoming Council Members:
 - A. Mr. Scott Lobdell
 - B. Nomination of Council Member candidate(s).
- VI. Oath of Office for newly elected Council Member.
- VII. Oath of Office for newly appointed Council Member.
- VIII. Nomination and Election of Town Mayor for one (1) year term
- IX. Oath of Office for Mayor
- X. Reorganization of Committees by Town Mayor
- XI. Discussion and possible vote of rules for Town meetings.
- XII. Adjournment of Reorganization Meeting.

Town Meetings will return to both an in person and a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - A. Roll Call:
 - B. Pledge of Allegiance:
 - C. Recognition of Visitors:
 - D. Announcements:
- III. Citizens Comments & Participation
- IV. Adoption of Agenda.
- V. Plan Presentations:
 - A. Discussion regarding Minor Subdivision request for Parcel #: 25-001.00-049, 0 Walnut Street.
 - B. Discussion regarding Major Subdivision with re-zoning request for Parcel #: 25-008.00-002, 100 Karins Boulevard.
- VI. Reports:
 - A. Mayor
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Erik Gruenes
- VII. Committee Reports
 - A. **Finance Committee:**
 1. Review and possible discussion on the April 2024 Budget vs. Actual Reports.
 - B. **Human Resources Committee:**
 - C. **Public Works and Land Use Development Committee:**
 1. **ACTION ITEM:** Discussion and possible vote regarding 2023 Outdoor Recreation, Parks, and Trails (ORPT) Grant Application.
 2. **ACTION ITEM:** Discussion and possible vote regarding the Townsend Municipal Park Irrigation System.
 - D. **Public Safety Committee:**
 - E. **Community Engagement Committee:**
 - F. **Code Review Committee:**
 - G. **Social Services Committee:**
- VIII. Discussion of future agenda items.
- IX. Recess Council Meeting to Convene Executive Session.
- X. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(2) and (4), the Town Council will consider a motion to meet in executive session for a strategy session, which will include legal advice or opinions

from an attorney-at-law, with respect to potential litigation, as well as discussions that may have an adverse effect on the bargaining or litigation position of the Town, and 29 Del. C. §10004 (B)(9), the Town Council will consider a motion to meet in executive session for a strategy session, to address personnel matters.

XI. Close Executive Session & Re-convene Council Meeting.

XII. ACTION ITEM: Possible vote of Council.

XIII. Adjournment.



TOWN OF TOWNSEND

RULES OF PROCEDURE FOR COUNCIL MEETINGS

LAST REVISED

July 2023



TOWN OF TOWNSEND DELAWARE
RULES OF PROCEDURE FOR THE 2023-2024 COUNCIL YEAR

The Charter of the Town of Townsend 4.2:

The Town Council of the Town of Townsend shall hold one (1) meeting in each month on the first Wednesday of each month. Council shall not be prohibited from rescheduling such meetings from time to time during the year as the need arises. Emergency meetings may be held when necessary for the immediate preservation of public health and safety. Special Town Council meetings may be held when necessary. Notice of all meetings shall be consistent with Title 29, Chapter 100 of the Delaware Code.

I. Order of Business

- 1) Call to Order
- 2) Opening Ceremonies
 - i) Roll Call
 - ii) Recognition of Visitors
 - iii) Pledge of Allegiance
 - iv) Announcements
- 3) General Citizen Comment
- 4) Review/Adoption of the Agenda
- 5) Approval / Rejection of Minutes
- 6) Departmental Reports
- 7) Committee Reports
- 8) Executive Session (IF NEEDED)
- 9) Adjournment

II. Rules of Procedure of Town Council Meetings

The "Body" (Town Council) may adopt any rules it deems necessary to ensure the efficient conduct of its meetings.

- A. For rules not described below, the most recent version of Roberts Rules applies.
- B. For Town Council matters, the Mayor, any Council Member, or the Town Manager can place an item on the Town Council agenda. All agenda items must be submitted to the Mayor and the Town Manager at least 8 calendar days before the meeting. Agenda items can only be removed at the meeting. Items cannot be added within 7 calendar days.
- C. Items may be removed from the agenda pursuant to a vote by Council at the Council Meeting at which the item is to be presented if requested in writing (or email) before the meeting by the person or entity who submitted the agenda item.



- D.** The agenda for regular Council meetings is to be prepared for the members of Council at least seven days in accordance with FOIA; before the date of the meeting, and no change will be made without a majority vote of all members of Town Council present at the Town Council meeting. The agenda and packet items may be delivered via e-mail and be available for pickup by the Council member at Town Hall. All packet items, including presentations, shall be submitted to Council and posted on the Town website at least five (5) days in advance of Council meetings. Exceptions to this policy shall be limited to minutes, supplemental information that is requested by Council in a time frame that does not permit the gathering being completed by the deadline, corrections to previously submitted material and items added or additional information received after the five- day deadline. Supplemental packet item submissions outside of the exemptions outlined must be approved by vote of the Council.
- E.** Special Meetings. The Mayor OR Three members of Council may request a special meeting. All Council members shall be notified of a request for special meeting by the Mayor or three members of Council in writing at least eight (8) days before the meeting is set to begin.
- F.** Emergency Meetings. Per the Charter of the Town of Townsend: Emergency meetings may be held when necessary for the immediate preservation of public health and safety. All Council Members shall be notified by phone call and writing at least one hour before the meeting is to take place. No meeting may occur without a quorum and all Council members have the right to be available. The Mayor (with the consent of the Town Manager) or three (3) Council people (with the consent of the Town Manager) may call an emergency meeting. After all council members have been notified, the Town shall provide notification to the citizens using the Code Red system.
- G.** Meeting Cancellations: Cancellation of any meeting shall be at the discretion of the Mayor (or his/her designee), or, in the case of a meeting that has been called at the request of three or more council members, at the discretion of those council members, as circumstances may require. In any case, as much notice of said cancellation as is practical shall be given through Town Hall and shall be posted on the Town's website.
- H.** Summary minutes shall be kept of all Council meetings, including the language of and votes upon all motions. Audio recordings shall record the business transacted at regular and special Council meetings and shall be stored for future reference according to the approved Record Retention Schedule for the Town of Townsend. A summary shall be prepared of all executive session meetings by the Town Clerk and kept in a binder under the custody, control, and supervision of the Town Clerk. If the Town Clerk is not present at an executive session, the Mayor, Town Manager, or a designee of the Mayor, shall prepare a summary of the discussions conducted at such session.



- I. In those matters not covered by this resolution, and where not in conflict with the Laws of Delaware or the Ordinances of the Town of Townsend, Robert's Rules of Order Newly Revised 12th Edition shall be the parliamentary authority.
- J. Resolutions and ordinances must be sponsored and presented by a Council Member. The Council Member need not write the resolution or ordinance.
- K. An item scheduled for the agenda can be rescheduled for a different date by a majority of the members of the Body.
- L. The Mayor must recognize Members wishing to make a motion or enter a debate in the order in which they request recognition.
- M. The Mayor must ask for a motion and a second to the motion on each item on the agenda. Any motion that receives a second shall be discussed by the Body.
- N. Any Member may call for the question at any time. A vote will then be held on the motion. Questions are outlined in Roberts Rules of Order. This is specifically referring to the question (item) on the agenda. Any document adopted and passed that requires signatures will be signed at the meeting, prior to adjournment or within 7 days. If the Mayor is unable or refuses to sign the document(s), any three Members may execute the document on behalf of the Body.
- O. Member packets will be distributed before a scheduled meeting. Packets will be distributed five calendar days before the meeting or at the time the agenda is posted.
- P. All meetings are open and public meetings unless specifically closed under the provisions of the State of Delaware, particularly the Freedom of Information Act (FOIA). A public meeting is defined as a meeting at which public business is discussed, decided or policy formulated. Citizens are allowed to attend and observe but not necessarily participate.
- Q. A public hearing is defined as a meeting which provides citizens the opportunity to express their position on the issue under consideration, both pro and con after due notice. Citizens may observe and comment as provided by the Body's rules, but this is not a forum for a debate with the Body. Rules for hearings are described in Section III.
- R. At a regular meeting of the Council, citizens' comments will be taken at the beginning of the meeting and before any vote of action items. Any citizen, who wants to make comments will have the opportunity to do so in an orderly manner. This opportunity to make a comment is not to be mistaken for a public hearing nor is it an opportunity to debate with the governing body. Responses to public comments by elected officials and/or staff may be permitted by the Mayor, recognizing no decisions or policies may be adopted during public comment time. The Body will not tolerate any interruptions or disruption of meetings. Each citizen may speak once per topic for a period not to exceed three (3) minutes. If a citizen would like to speak for more time, they should submit an



item for the agenda through the Mayor, a council person or the Town Manager no more than two (2) weeks before the meeting where they would like to speak.

- S. Agenda items which have actions may include citizen comments if the Mayor desired. They will be noted with an asterisk (*) on the agenda.
- T. Any citizen desiring an item to be placed on an agenda should submit, in writing, a description of the proposed agenda item, a rationale for placing the item on the agenda, and all background information needed for the Body to make a decision. The Town Manager, or his/her designee, will inquire whether any member of the appropriate Body is willing to sponsor the item for the agenda. Sponsored items will be placed on the agenda for the next meeting of that Body. Non-sponsored items will not be placed on the agenda. Items to be placed on the agenda are due by noon at least fourteen (14) days before regularly scheduled Meeting.
- U. The meeting will have a set time limit of 2.5 hours. If, in the event the meeting is not concluded within that time, the Mayor will ask for a motion to table the rest of the agenda. If the Members so desire, each member may make a motion to extend the meeting by thirty minutes. The maximum time a meeting can be increased is an additional two hours. The meeting limit is exclusive of executive session. If an executive session is scheduled, the time limit only applies to the public portion of the meeting.
- V. V. Per section 4.2 of the Town Charter, the Town Council shall hold one (1) meeting each month on the first Wednesday of each month 2023-2024 council term begin at 7 pm. Council shall not be prohibited from rescheduling such meetings from time to time during the year as the need arises. The Mayor shall seek approval for the time from Council Members no later than 8 days before a meeting.
- W. All resolutions, which do not have legislative effect, do not bind the Town or otherwise do not contain substantial legislative matter shall not need a roll call vote. If, for purposes of honoring or pledging, a roll call vote is desired, a Member may request a roll call vote in a motion. All legislative business (Ordinances) shall have a roll call vote.

III. Rules for Conducting Public Hearings

- A. Hearings shall represent a meeting of the Council and require a quorum. If the quorum is not achieved the hearing must be rescheduled.
- B. All members of the public will be allowed to speak once per topic for a period not to exceed three minutes.
- C. If a comment or question from a member of the Body interrupts a member of the public speaking during a hearing, the time taken by the comment or question and the response will not be counted as part of that citizen's three minutes.



- D. If a member of the Body raises a question about a comment from a member of the public after the person has made his/her comments, the member of the public will be allowed two minutes to respond to each question raised.
- E. Members of the public cannot give their three (3) minutes away to another person to speak on their behalf.
- F. A member of the public, during the time allotted for that person's comments, may request of the Body that the record be held open for written comment. Any member of that Body may then move to hold the record open for written comments for a specified period. If the motion receives a second and passes by majority vote, the record will be held open for the specified time, otherwise the item will not be received into the record.
- G. Participants in public hearings will be expected to conduct themselves with civility. Speakers must be courteous. Applause is not allowed. Outbursts from those attending a public hearing will not be tolerated. When a member of the public has been recognized and is speaking, he/she has the floor. Other members of the public may not speak either to the speaker or members of the Body until they have been given the floor. Spontaneous comments or other outbursts from the public will not be allowed.

IV. Rules for Decorum

- A. Any and all Council Members participating in council and or committee meetings, when conversing in the formal parts of the meeting, shall address each other formally and not by first or simply last names. They shall be addressed as Council Member, Mr., Mrs., Miss., Ms. or acknowledging their Chair or Mayor, Council, or staff status, as appropriate.
- B. Participants in public meetings will be expected to conduct themselves with civility. Speakers must be courteous. Applause is not allowed. Outbursts from those attending a public hearing will not be tolerated. When a member of the public has been recognized and is speaking, he/she has the floor. Other members of the public may not speak either to the speaker or members of the Body until they have been given the floor. Spontaneous comments or other outbursts from the public will not be allowed.
- C. When possible, it is preferred for the Council to wear Townsend branded clothes, or nametag, or a polo, or other business clothes. There shall be no official rules for dress for the Council.



IV. Disturbing Meetings

- A. The Mayor, or designee (in absence of the Mayor) may expel any person, other than a member of the Council, who is disorderly during any regular, special or emergency meetings of the Council.

- B. The Town Council may temporarily expel (for the current meeting) any of its members for disorderly conduct upon an affirmative “majority” vote of those members present.





TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

1. Applicant

Name: Interfaith Community Housing of Delaware INC.

Address:
613 N. Washington St
Wilmington, DE 19801

Phone: (302) 652 - 3991 Fax: () -

Email: cbowers@ichde.org

2. Name of Subdivision or Development

Interfaith Community Housing Walnut Street - East

3. Owner

Name: Interfaith Community Housing of Delaware INC.

Address:
613 N. Washington St
Wilmington, DE 19801

Phone: (302) 652 - 3991 Fax: () -

Email: cbowers@ichde.org



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

4. **Application Type:** Minor Land Development Minor Subdivision
(Use Checklist Form 1)
- Major Land Development Major Subdivision
(Use Checklist Form 2)

5. Property Information

- a. Property Address:
0 Walnut Street, Townsend, DE 19734
- b. Parcel ID: 2500100049
- c. Total Area (AC): 1.02 Number of Lots: 1 exist 2 proposed
Existing Zoning: R1A
Present Use: Vacant lot
Proposed Use: Two (2) Single family detached houses.
- d. Water: Public On-Site Sewer: Public On-Site

6. Plan information:

- a. Title of Plans: Interfaith Community Housing Walnut Street - East
- b. Number of Sheets: 1 Date of Plans: 03 /26 2024
- c. Name of Project Preparer: Craig M. Lynch
- Preparer Address:
200 Continental Drive
Suite 400
Newark, DE 19713
Preparer Phone: 302-323-9377 Preparer Fax:
Preparer Email: craigl@landmark-se.com

P.O. Box 223 · 141 Main Street · Townsend, DE 19734
Phone (302) 378-8082 · Fax: (302) 378-7099 · www.townsend.delaware.gov ·
townhall@townsend.delaware.gov



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

9. Provide Proof of Ownership in conjunction with this application. (DEED)

10. Fees to be paid per the Townsend Subdivision & Land Development Fee Schedule:

Required Fee: \$800 Received by Town?: No Yes

Date Received: ___ / ___ / ___ Received by: *Submitted herein

11. Signatures

Applicant: Craig M. Lynch Digitally signed by Craig M. Lynch
Date: 2024.04.16 12:39:53 -04'00' **Date:** 04/16/2024

Print Name: Craig M Lynch **Title:** Associate

Owner:  **Date:** 4/16/24

Print Name: Carlton Bowers **Title:** Housing Development Mgr

APPLICATION CHECKLIST

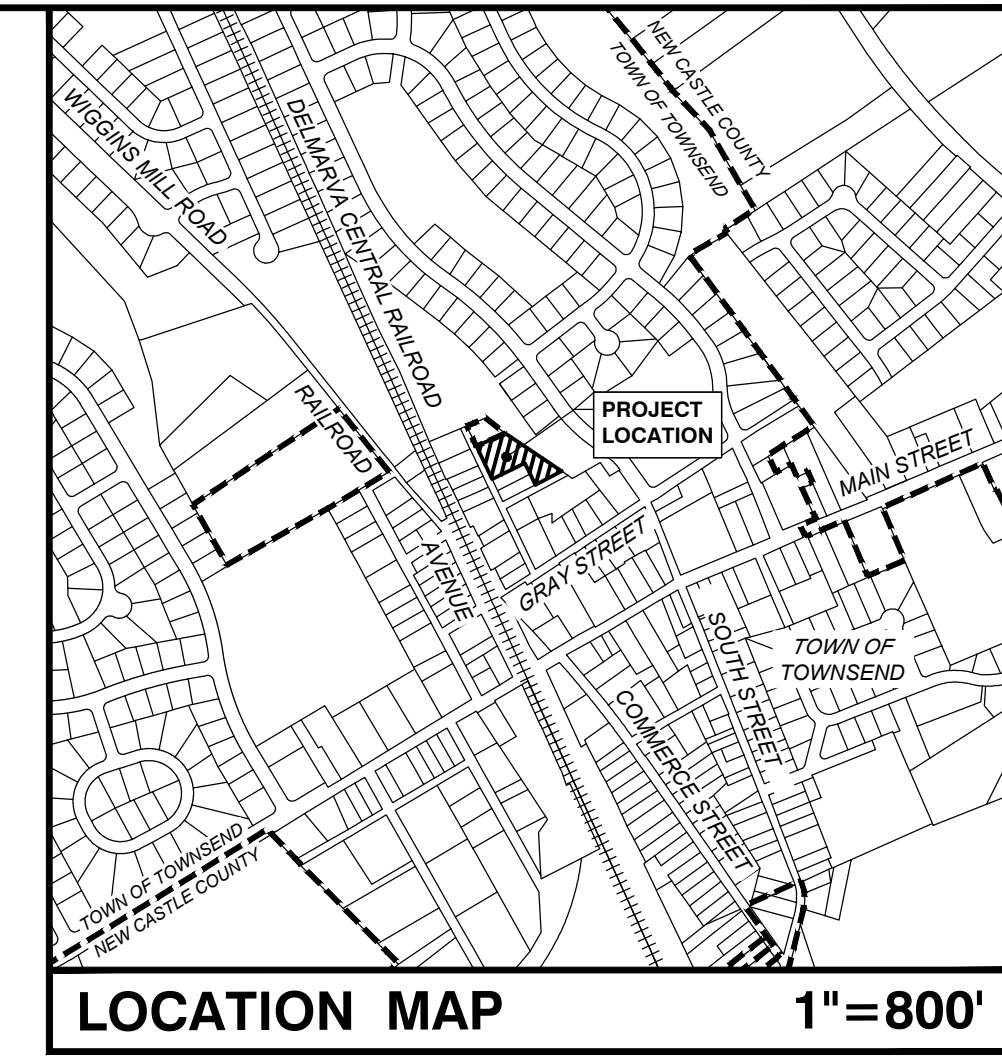
(For Town of Townsend Use Only)

- 1. This Completed Application For Subdivision and/or Land Development Form _____
- 2. Form 1 / Form 2 Checklist _____
- 3. Copy of Property Deed(s) _____
- 4. Application Fee _____
- 5. Subdivision and/or Land Development Plans (10 copies) _____
- 6. 2 Copies of studies/reports _____

P.O. Box 223 · 141 Main Street · Townsend, DE 19734
Phone (302) 378-8082 · Fax: (302) 378-7099 · www.townsend.delaware.gov ·
townhall@townsend.delaware.gov

APPLICATION NO. XXXX
SKETCH PLAN

FOR
INTERFAITH COMMUNITY HOUSING
WALNUT STREET EAST
TOWN OF TOWNSEND - NEW CASTLE COUNTY
DELAWARE



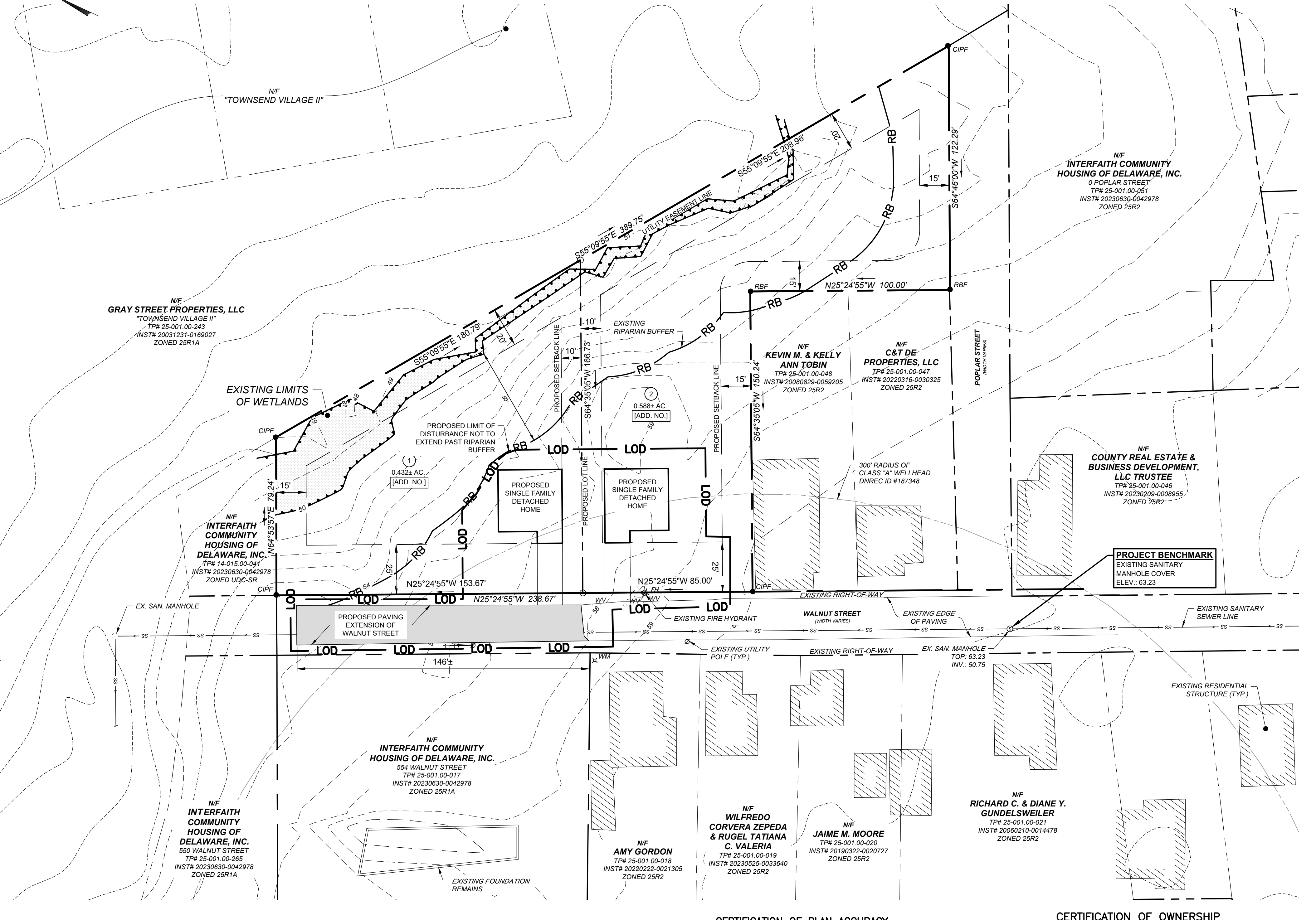
- GENERAL DATA**
- TAX PARCEL NUMBER: 25-001.00-049
 - SOURCE OF TITLE: 20230630-0042978
 - GROSS AREA: 1.020± ACRES
 - EXISTING ZONING: R1-A (RESIDENTIAL), TOWN OF TOWNSEND
- BULK AREA RESTRICTIONS**
STREET YARD SETBACK: 25'
SIDE YARD: 15' (25' AGGREGATE)
REAR YARD: 20'
LOT AREA: 10,000 S.F. (0.230 AC.)
BUILDING HEIGHT: 35'
- TOPOGRAPHIC SURVEY:
 - FIELD SURVEY BY LANDMARK SCIENCE & ENGINEERING, INC. IN JANUARY 2024.
 - DATUM: NAVD 88
 - BENCHMARK: EXISTING SANITARY MANHOLE COVER WITHIN WALNUT STREET ELEVATION: 63.23
 - PERIMETER PROPERTY CORNER MARKERS:
 - EXISTING (6)
 - PROPOSED (2)
 - EXISTING LOTS: 1 (R1-A RESIDENTIAL)
PROPOSED LOTS: 2 (R1-A RESIDENTIAL)
 - WATER SUPPLY: ARTESIAN WATER COMPANY

- WATER SUPPLY IS SUBJECT TO THE APPROVAL OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, THE DELAWARE DEPARTMENT OF HEALTH, AND ARTESIAN WATER COMPANY.
- SANITARY SEWER: GRAVITY (NEW CASTLE COUNTY)
- SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS AT THE TIME OF APPROVAL OF THIS PLAN. SEWER CAPACITY EXISTED TO ACCOMMODATE THE ANTICIPATED FLOWS GENERATED BY THIS ADDITIONAL DEVELOPMENT. NEW CASTLE COUNTY HAS COMMITTED TO PROVIDE SEWER IN ACCORDANCE WITH THE SEWER AGREEMENT FOR THIS DEVELOPMENT. THE OWNER OF THIS PROPERTY, HIS SUCCESSOR OR ASSIGNS, SHALL BE RESPONSIBLE FOR EXTENDING SEWER SERVICE TO EACH LOT SHOWN ON OR CREATED BY THIS PLAN.
- ESTIMATED SEWAGE FLOW GENERATION FOR THIS PROJECT, BASED ON TWO (2) SINGLE FAMILY DETACHED HOUSE UNITS IS (300 GPD / 1 UNIT) X 2 UNITS = 600 GPD.
- WETLANDS: THIS SITE WAS EVALUATED IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN THE 1987 CORPS OF ENGINEERS WETLAND DELINEATION MANUAL (TECHNICAL REPORT Y-87-1), AND SUBSEQUENT PUBLIC NOTICES, TO IDENTIFY THE PRESENCE OF JURISDICTIONAL WETLANDS. WETLANDS WERE FOUND BY OTHERS TO EXIST ON THE SITE, TOTALING IN AREA 3,217± S.F. (0.074± AC.) OF LAND, ARE SHOWN ON THIS PLAN.
- DEBRIS DISPOSAL: NO DEBRIS WILL BE BURIED OR DISPOSED OF ON THIS SITE.
- WATER RESOURCE PROTECTION AREAS: THE ENTIRE PROPERTY IS LOCATED WITHIN AN AQUIFER RECHARGE WATER RESOURCE PROTECTION AREA (WRPA). THE SITE IS PARTIALLY LOCATED WITHIN A CLASS "A" WRPA WELLHEAD, AS SHOWN ON THIS PLAN. SEE WRPA MAP FOR NEW CASTLE COUNTY, DE, SHEET 3 OF 3, DATED 1987, LAST REVISED MARCH 2022.
- NO 100-YEAR FLOOD PLAIN EXISTS ON THIS PARCEL, IN ACCORDANCE WITH FLOOD INSURANCE RATE MAP, 10003C0315L PANEL 315 OF 475, DATED JANUARY 22, 2020.
- CRITICAL NATURAL AREAS: THE STATE INVENTORY OF CRITICAL NATURAL AREAS HAS BEEN EXAMINED AND NONE WERE FOUND TO EXIST ON THE SITE.
- TREE PRESERVATION: THE DEVELOPER SHALL PRESERVE ALL TREES ON THIS SITE EXCEPT WHERE NECESSARY TO CONSTRUCT BUILDINGS, ACCESSWAYS, AND UTILITIES, AND WHERE SELECTIVE THINNING OF EXISTING VEGETATION IS APPROVED. EXISTING PLANT MATERIALS DESIGNATED TO REMAIN ON THIS PLAN, OR THE LANDSCAPE PLAN, SHALL BE PRESERVED AND PROPERLY PROTECTED DURING CONSTRUCTION. IN THE CASE OF UTILITY RIGHTS-OF-WAY AND EASEMENTS, ANY DISTURBED AREAS SHALL BE REPLANTED SO AS TO ACHIEVE A RECURRENCE OF NATURAL VEGETATIVE COVER.
- ALL ENTRANCES SHALL CONFORM TO DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL. THE DEVELOPER IS REQUIRED TO OBTAIN AN ENTRANCE PERMIT FROM THE DELDOT CANAL DISTRICT PERMIT OFFICE.
- LOT 1 AND LOT 2 SHALL HAVE INDIVIDUAL ACCESS TO WALNUT STREET.
- ALL COMMON FACILITIES INCLUDING, BUT NOT LIMITED TO, PAVED AREAS, SIDEWALK, CURBING, LANDSCAPING, OPEN SPACE, DRAINAGE SHALL BE KEPT IN GOOD REPAIR AND MAINTAINED IN A SAFE AND SANITARY CONDITION IN ACCORDANCE WITH THE PROVISIONS OF THE TOWN OF TOWNSEND.
- DRAINAGE, EROSION AND SEDIMENT CONTROL AND STORMWATER MANAGEMENT SHALL COMPLY WITH THE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL'S DELAWARE SEDIMENT AND STORMWATER REGULATIONS AND THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK.
- POSTAL ADDRESSES:
ADDRESSES ARE AS ASSIGNED BY THE NEW CASTLE COUNTY GIS SERVICES.
ALL ADDRESSES BELOW ARE FOR TOWNSEND, DE, 19734
LOT 1 — WALNUT STREET
LOT 2 — WALNUT STREET
- STREET TREES ARE REQUIRED TO BE PLANTED AT A MINIMUM RATE OF ONE (1) TREE PER FORTY (40) FEET OF RIGHT-OF-WAY (PER SECTION 24.20.070 OF THE TOWNSEND MUNICIPAL CODE (TMC)). PLEASE NOTE THAT SPECIES WILL BE CHOSEN FROM CHAPTER 24, SECTION 8.5 OF THE TMC.
- THERE ARE NO DEED RESTRICTIONS FOR THIS SITE.
- NEW CASTLE COUNTY HAS THE RIGHT OF ACCESS TO THE SITE FOR THE PURPOSES OF OPERATING, MAINTAINING AND REPAIRING THE SANITARY SEWER LINES CONTAINED WITHIN THE SEWER EASEMENTS SHOWN ON THIS PLAN.
- COMPLIANCE WITH THE DELAWARE SEDIMENT AND STORMWATER LAW SHALL BE DEMONSTRATED, PRIOR TO BUILDING PERMIT ISSUANCE, FOR EACH INDIVIDUAL LOT.
- THE LIMIT OF DISTURBANCE (LOD) BOUNDARY PER THIS PLAN IS SHOWN FOR INITIAL CONSTRUCTION PURPOSES ONLY AND SHALL NOT EXTEND BEYOND THE SUBJECT PARCEL ONCE THE CERTIFICATE OF OCCUPANCY FOR THE DWELLINGS ARE RECEIVED.
- LAND DEVELOPMENT DATA:

EXISTING BUILDING AREA: (1410 SF)	00.03 ACRES = 00.29%
EXISTING PAVED AREA:	05.69 ACRES = 51.37%
EXISTING OPEN AREA:	00.00 ACRES = 00.00%
PROPOSED BUILDING AREA: (133620 SF)	03.07 ACRES = 28.56%
PROPOSED PAVED AREA:	03.51 ACRES = 32.65%
PROPOSED OPEN AREA:	04.01 ACRES = 37.30%
TOTAL	10.75 ACRES = 100.0%

LEGEND

	EXISTING STRUCTURE
	EXISTING PROPERTY LINE
	EXISTING RIGHT-OF-WAY
	EXISTING ADJOINING PARCEL LOT LINE
	EXISTING TREE LINE
	EXISTING PAVEMENT
	EXISTING LIMITS OF WETLANDS
	EXISTING CLASS A WELLHEAD RADIUS
	EXISTING RIPARIAN BUFFER
	EXISTING SANITARY SEWER AND MANHOLE
	PROPOSED LOT BOUNDARY
	PROPOSED LOT NUMBER
	PROPOSED BUILDING SETBACK LINE
	PROPOSED PAVEMENT
	PROPOSED L.O.D.
	PROPOSED L.O.D./EXISTING RIPARIAN BUFFER
	PROPOSED MONUMENT
	EXISTING REBAR/IRON PIN FOUND
	EXISTING UTILITY POLE
	EXISTING WATER METER
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT



THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE THE EXISTING TAX PARCEL #25-001.00-049 INTO TWO (2) LOTS IN ORDER TO DEVELOP TWO (2) SINGLE FAMILY DWELLINGS.

CERTIFICATION OF PLAN ACCURACY

I, CRAIG M. LYNCH, P.E., HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES AND BY THE TOWNSEND UNIFIED DEVELOPMENT CODE.

CRAIG M. LYNCH
P.E. #23471

DATE

CERTIFICATION OF OWNERSHIP

I, CARLTON E. BOWERS, JR., HEREBY CERTIFY THAT INTERFAITH COMMUNITY HOUSING OF DELAWARE, INC. IS THE OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE REGULATIONS OF THE TOWNSEND UNIFIED DEVELOPMENT CODE.

CARLTON E. BOWERS, JR.

DATE

APPROVAL BLOCK

APPLICATION NO. XXXX(S)
FOR
SKETCH PLAN
INTERFAITH COMMUNITY HOUSING
WALNUT STREET EAST
TOWN OF TOWNSEND - NEW CASTLE COUNTY, DELAWARE

200 CONTINENTAL DRIVE
NEWARK, DE 19713
PHONE (302) 333-4817
FAX (302) 333-4817
WWW.LANDMARK-SE.COM
INFO@LANDMARK-SE.COM

P.O. BOX 299
NEWARK, DE 19713
PHONE (410) 993-1414
FAX (302) 333-9461
WWW.LANDMARK-SE.COM
INFO@LANDMARK-SE.COM

THIS DRAWING DOES NOT INCLUDE CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE IN ACCORDANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT AND REGULATIONS THEREOF. APPROVED BY:

CR-01

DESIGN BY: CML DATE: 04/17/24
CHECK BY: TCW SHEET: CR-01 of 1

GRAPHIC SCALE
0 15 30 60

FILE NAME: Walnut Street East Record Plan.dwg
© 2024, LANDMARK SCIENCE & ENGINEERING



April 17, 2024

C 3083-1

Ms. Mariaelena Rivera
Town Clerk
Town of Townsend
141 Main Street
Townsend, DE 19734

**SUBJECT: WALNUT STREET – EAST
SKETCH PLAN SUBMISSION**

Dear Ms. Rivera:

Enclosed for your review are the following plans and supplemental information for the subject site:

1. Four (4) sets of the Sketch Plan;
2. A completed Application for Subdivision and/or Land Development Form;
3. Spreadsheet regarding expired Class A Wellhead (DNREC ID #187348);
4. A check in the amount of \$800.00 for the required review fee; and,
5. All submitted materials have been emailed in digital format to the Town's inbox.

The purpose of this plan is to divide the existing Tax Parcel No. 25-001.00-049 into two (2) lots in order to develop two (2) single family dwellings.

If you should have any questions or comments, please contact our office.

Very truly yours,

A handwritten signature in blue ink, appearing to read "CML", is written over a light blue circular stamp.

Craig M. Lynch, P.E.
Project Engineer

Landmark Science & Engineering

Corporate Headquarters
200 Continental Drive, Suite 400, Newark, DE 19713 | 302.323.9377 P | info@landmark-se.com
Maryland
P.O.Box 299, Perryville, MD 21903 | 410.939.2144 P | infomd@landmark-se.com
www.landmark-se.com



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

1. Applicant

Name: Village Properties - Townsend

Address:
8 Carriage Lane
Newark, DE 19711
c/o Randy Becker

Phone: (302) 377 - 8846 Fax: () -

Email: randybecker@theinternationale.org

2. Name of Subdivision or Development

Townsend Crossings

3. Owner

Name: Lifehouse Church

Address:
858 Green Giant Road
Townsend, DE 19734

Phone: () - Fax: () -

Email:



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4. **Application Type:** Minor Land Development Minor Subdivision
(Use Checklist Form 1)

Major Land Development Major Subdivision
(Use Checklist Form 2)

5. Property Information

a. Property Address: **100 Karins Boulevard**
Townsend, DE 19734

b. Parcel ID: **2500800002**

c. Total Area (AC): **11.67 ac.** Number of Lots: **54**

Existing Zoning: **C (Commercial)**

Present Use: **Vacant Open Field / Wooded Area**

Proposed Use: **54 Unit Townhouse Subdivision**

d. Water: Public On-Site Sewer: Public On-Site

6. Plan information:

a. Title of Plans: **Townsend Crossings**

b. Number of Sheets: **3** Date of Plans: **04 / 01 / 2024**

c. Name of Project Preparer: **EDWARD COUNSELLOR, P.E.**

Preparer Address: **First State Engineering**
630 Churchmans Road, Suite 105
Newark, DE 19734

Preparer Phone: **302-368-3184** Preparer Fax: _____

Preparer Email: **ecounsellor@firststateengineering.com**

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townhall@townsend.delaware.gov



TOWN OF TOWNSEND

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9. Provide Proof of Ownership in conjunction with this application. (DEED)

10. Fees to be paid per the Townsend Subdivision & Land Development Fee Schedule:

Required Fee: _____ Received by Town?: No Yes

Date Received: ____/____/____ Received by: _____

11. Signatures

Applicant: _____ **Date:** _____

Print Name: _____ **Title:** _____

Owner: _____ **Date:** _____

Print Name: _____ **Title:** _____

APPLICATION CHECKLIST

(For Town of Townsend Use Only)

- 1. **This Completed Application For Subdivision and/or Land Development Form** _____
- 2. **Form 1 / Form 2 Checklist** _____
- 3. **Copy of Property Deed(s)** _____
- 4. **Application Fee** _____
- 5. **Subdivision and/or Land Development Plans (10 copies)** _____
- 6. **2 Copies of studies/reports** _____

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MAJOR SUBDIVISION OR LAND DEVELOPMENT CHECKLIST

Note: This checklist is for the purpose of review only. It is the applicant's responsibility to comply with the Town's ordinance. Incomplete application will be returned. The official review begins only with a **complete** application submission.

A. Completed Subdivision and/or Land Development Application X

B. 10 copies of subdivision and/or land development plans X

C. Name of the subdivision or development.

 Townsend Crossings

D. Name and address of the owner and applicant.

 Village Properties - Townsend, LLC (c/o Randy Becker)

 8 Carraige Lane

 Newark, DE 19702

E. Name and address of the engineer or surveyor who prepared the plan.

 First State Engineering (c/o Ed Counsellor, P.E.)

 630 Churchmans Road, Suite 105

 Newark, DE 19702

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F. 2 copies of studies/reports

G. Electronic copies of Items A, B & C above.

X

H. Single check for Filing Fee. Initial Engineering and Plan Review Escrow

X

a. Check Number

b. Check Amount

c. Date Deposited

I. Per Chapter 24, Appendices of the Zoning and Unified Development Code, of the Townsend Municipal Code, submission for major subdivision or land development must contain the following information (when applicable):

		YES	NO	NA
1.	Name of the subdivision or development.	X		
2.	Name and address of the owner and applicant.	X		
3.	Name and address of the engineer or surveyor who prepared the plan.	X		
4.	Written and graphic scale, not exceeding 1" = 50'.	X		
5.	Sheet size of either 24" x 36" or 24" x 42".	X		
6.	North arrow.	X		

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7.	Plan legend.	X		
8.	Date of the original plan and all subsequent revision dates.	X		
9.	Sheet number, if multiple sheets are used.	X		
		YES	NO	NA
10.	A location map with a scale of no less than 1" = 500' indicating adjacent streets.	X		
11.	Certification of plan accuracy by engineer/surveyor.	X		
12.	Certification of ownership.	X		
13.	Certification of plan approval.	X		
14.	Tax parcel numbers.	X		
15.	Zoning district of the subject tract.	X		
16.	Source of title.	X		
17.	Survey datum and local benchmark.	X		
18.	Total site gross and net acreage.	X		
19.	Name of water supplier and the note "Water supply is subject to the State Department of Natural Resources and Environmental Control and the Delaware Department of Health."	X		
20.	Sanitary sewage disposal method.	X		
21.	Number of existing and proposed lots or dwelling units.	X		
22.	Lot numbers for all existing and proposed lots.	X		
23.	Existing and proposed nonresidential gross floor area.			X
24.	Location of existing and proposed building and structures.			
25.	The name, right-of-way width and cartway width of all adjoining streets.	X		
26.	Tie-in distances from subject property to the nearest street intersection.	X		
27.	Location of front, side, and rear yard setbacks and all required buffer yards.	X		
28.	Location and dimensions of all existing and proposed sidewalks.	X		
29.	Calculation of required off-street loading areas.			X

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30.	Location of all existing and proposed site accesses and driveways	X		
31.	Location and design of all proposed off-street parking areas, indicating parking spaces and access aisle dimensions and directional arrows indicating proposed traffic circulation patterns.	X		
32.	Existing and proposed building coverage.	X		
33.	Existing and proposed impervious coverage.	X		
34.	Name and address, tax parcel numbers and zoning of all adjoining property owners.	X		
		YES	NO	NA
35.	Location of any water bodies and watercourses.	X		
36.	Location of any floodplains, including FEMA map panel number.			X
37.	Location of any wetlands areas delineated during a time of seasonal high ground water tables. If no wetlands present on site, a letter of nonexistence for wetlands is required.	X		
38.	Location and identification of any historic structures.			X
39.	Location of all significant natural or manmade structures.	X		
40.	Existing and proposed deed restrictions, easements or protective covenants.			X
41.	Grading plan indicating existing contours (at two-foot intervals), proposed grading, spot elevations and finished floor elevations and top and bottom of wall elevations for any retaining walls over two feet.			X (CONST. PLAN REVIEW)
42.	Limit of existing tree masses and location, size and species of all individual trees over six-inch caliper.	X		
43.	A limit of disturbance line.	X		
44.	A soil erosion and sediment control plan.			X (CP REVIEW)
45.	Stormwater management plan.			X (CP REVIEW)
46.	Solid waste management plan.			X
47.	Landscape plan.			X (CP REVIEW)



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48.	A listing of all existing nonconforming buildings, uses or structures.			X
49.	Digital copies of the submitted application packet. Once the plan has final approval, digital copies in CAD or other applicable engineering software must be submitted to the Town Clerk and the Town Engineer.			X
50.	A traffic impact study, including mitigation measures if deemed necessary by the study.			X
51.	The name, right-of-way width, cartway width, profiles, cross sections and grading for all proposed streets.	X		
52.	Type, location, size, material of construction, slope and profiles for all proposed utilities.			X (CP REVIEW)
53.	Location, size, material of construction slope and profiles for all proposed storm sewers.			X (CP REVIEW)
54.	Location, grade elevation and invert elevation for all catch basins, inlets and manholes.			X (CP REVIEW)
55.	Location of all proposed fire hydrants.			X (CP REVIEW)
56.	Phasing lines for phased developments.			
57.	Sidewalk locations, pedestrian ways, bikeways, walkways.	X		
58.	Proposed passive and active recreation areas.	X		
59.	Listing of any required variances.			X
60.	Wetland report.	X		
61.	Floodplain study.			X
62.	Construction details for all proposed improvements. (UDC 2002, §2003)			X (CP REVIEW)
63.	Final checklist requirements			X (PRELIMINARY)
64.	DelDOT Pipe cover and lateral spreadsheet			x

NOTES:

- ENTRANCE ONTO EXISTING STATE MAINTAINED ROADS SHALL CONFORM TO THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION STANDARDS AND SHALL BE SUBJECT TO THEIR APPROVAL.
- ALL RIGHTS-OF-WAY ARE INTENDED FOR DEDICATION TO PUBLIC USE.
- A 20' WIDE DRAINAGE EASEMENT, 10' ON EACH SIDE OF THE CENTERLINE OF THE PIPE, SHALL BE CREATED, WHEREVER POSSIBLE OR UNLESS OTHERWISE INDICATED, WHERE A STORM SEWER EXISTS OUTSIDE OF THE LIMITS OF THE DEDICATED HIGHWAY RIGHT-OF-WAY. A 40' WIDE DRAINAGE EASEMENT, 20' ON EACH SIDE OF THE CENTERLINE OF THE PIPE, SHALL BE CREATED, WHEREVER POSSIBLE OR UNLESS OTHERWISE INDICATED, WHERE A SANITARY SEWER EXISTS OUTSIDE OF THE LIMITS OF THE DEDICATED HIGHWAY RIGHT-OF-WAY.
- ALL PRIVATE COMMON AREAS, PRIVATE OPEN AREAS, RECREATIONAL FACILITIES, PARKING BAYS, ACCESS WAYS, PARKING AREAS, STORMWATER MANAGEMENT FACILITIES, LANDSCAPE PLANTINGS, AND LANDSCAPE AREAS SHALL BE KEPT IN GOOD REPAIR AND MAINTAINED IN A SAFE AND SANITARY CONDITION ACCORDING TO ARTICLE 27 OF THE NEW CASTLE COUNTY UNIFIED DEVELOPMENT CODE.
- TOPOGRAPHIC INFORMATION USED IN CONNECTION WITH THE DESIGN OF THIS PLAN WAS GENERATED BY FIELD SURVEY BY MERESTONE CONSULTANTS IN SEPT 2023. NO CHANGE OF GRADES OR CONTOURS HAS OCCURRED SINCE.
- WATER SUPPLY: WATER SUPPLY WILL BE THROUGH ARTESIAN WATER AND IS SUBJECT TO THE APPROVAL OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE DEPARTMENT OF PUBLIC HEALTH.
- SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS. AT THE TIME OF APPROVAL OF THIS PLAN, SEWER CAPACITY EXISTED TO ACCOMMODATE THE ANTICIPATED FLOWS GENERATED BY THIS ADDITIONAL DEVELOPMENT. NEW CASTLE COUNTY HAS COMMITTED TO PROVIDE SEWER SERVICE ACCORDING TO THE LAND DEVELOPMENT IMPROVEMENT AGREEMENT FOR THE DEVELOPMENT. THE OWNER OF THIS PROPERTY, HIS SUCCESSORS OR ASSIGNS, SHALL BE RESPONSIBLE FOR EXTENDING SEWER SERVICE TO EACH LOT SHOWN ON OR CREATED BY THIS PLAN.
- FLOODPLAIN: PER THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP 1000X02145K, DATED JANUARY 22, 2020, PANEL 145 OF 475 AND MAP 1000X02145K, THERE IS NOT A 100 YEAR FLOOD PLAIN ON THIS SITE.
- WRPA: BASED ON THE NEW CASTLE COUNTY WATER RESOURCE AGENCY WATER RESOURCE PROTECTION AREA MAPS DATED MARCH 2022, NO PORTION OF THIS SITE FALLS WITHIN THE WRPA RECHARGE AREA.
- WETLANDS: THIS SITE WAS EVALUATED IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN THE 1987 CORPS OF ENGINEERS WETLAND DELINEATION MANUAL, (TECHNICAL REPORT Y-87-1), AND SUBSEQUENT PUBLIC NOTICES, TO IDENTIFY THE PRESENCE OF JURISDICTIONAL WETLANDS, AND NO WETLANDS WERE FOUND TO EXIST ON THE SITE.
- CRITICAL NATURAL AREAS: THIS SITE DOES NOT LIE WITHIN A CRITICAL NATURAL AREA (CNA).
- DEED RESTRICTIONS: THIS SITE CONTAINS NO DEED RESTRICTIONS WHICH HAVE BEEN IMPOSED FOR THE BENEFIT OF THE NEW CASTLE COUNTY.
- DEBRIS DISPOSAL: NO DEBRIS WILL BE BURIED ON THIS SITE.
- IMPACT FEE: THIS PLAN IS SUBJECT TO THE IMPACT FEE PROVISIONS DETAILED IN THE TOWN CODE, AS MAY BE AMENDED BY TOWNSEND COUNCIL.
- LANDSCAPE PLAN: A LANDSCAPE PLAN, PREPARED BY - LAST DATED - OR AS AMENDED AND APPROVED IN WRITING BY THE DEPARTMENT OF LAND USE, IS HEREBY CONSIDERED A PART OF THE RECORD PLAN.
- SIDEWALKS: UNLESS OTHERWISE SPECIFIED ON THE PLAN, SIDEWALKS SHALL BE INSTALLED IN THE LOCATIONS SHOWN ON THIS PLAN PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE BUILDINGS IN FRONT OF WHICH THEY ARE SHOWN. SIDEWALKS SHALL BE FIVE (5) FEET IN WIDTH AND CONSTRUCTED OF PORTLAND CEMENT CONCRETE.
- MAINTENANCE OF COMMON FACILITIES: FOR MAINTENANCE OF THE COMMON FACILITIES INCLUDING THE OPEN SPACE AREAS AND THE STORMWATER MANAGEMENT FACILITIES, SHOWN ON THE PLAN, SEE THE MAINTENANCE DECLARATION DATED - AND OF RECORD IN THE OFFICE OF THE RECORDER OF DEEDS IN AND FOR NEW CASTLE COUNTY, STATE OF DELAWARE, INSTRUMENT NO. -.
- UTILITY EASEMENTS: A 6' FOOT WIDE EASEMENT ON EACH SIDE OF EACH SIDE AND REAR LOT LINE SHOWN ON THE PLAN, AND ON EACH SIDE AND REAR LOT LINE SUBSEQUENT TO ESTABLISHMENT WITHIN THE AREA SHOWN ON THIS PLAN IS HEREBY DEDICATED TO BE AVAILABLE FOR ANY UTILITY USE, PROVIDED THAT WHERE ANY LOT LINE IS ELIMINATED THE EASEMENT ALONG SAID LOT LINE SHALL BE EXTINGUISHED EXCEPT AS TO UTILITIES THEN EXISTING IN SAID EASEMENT.
- SUBDIVISION STREETS:
 - ALL ENTRANCES SHALL CONFORM TO THE STATE OF DELAWARE DIVISION OF HIGHWAYS STANDARDS AND SHALL BE SUBJECT TO THEIR APPROVAL.
 - ALL RIGHTS-OF-WAY ARE INTENDED FOR DEDICATION TO PUBLIC USE.
 - SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE TOWN OF TOWNSEND FOLLOWING COMPLETION OF THE STREETS TO THE SATISFACTION OF THE TOWN. THE TOWN ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY UNTIL THE STREETS HAVE BEEN ACCEPTED BY THE TOWN.
- CONSERVATION EASEMENT: ANY AREA DESIGNATED FOR PROTECTION AS A NATURAL RESOURCE PURSUANT TO ARTICLE 10 OF THE NEW CASTLE COUNTY UNIFIED DEVELOPMENT CODE IS HEREBY PROTECTED BY A CONSERVATION EASEMENT THAT SHALL RUN IN PERPETUITY FOR THE BENEFIT OF NEW CASTLE COUNTY. ANY AREA ON THIS PLAN DESIGNATED AS A CONSERVATION EASEMENT SHALL REMAIN IN ITS NATURAL STATE.
- COMMUNITY POSTAL BOXES: POSTAL BOXES SHALL BE INSTALLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE UNITED STATES POSTAL SERVICE. THE PROPERTY ADDRESSES ARE AS ASSIGNED BY NEW CASTLE COUNTY GIS SERVICES.
- TRAFFIC STUDY: A TRAFFIC STUDY IS NOT REQUIRED FOR THIS PROJECT.
- DRAINAGE, EROSION & SEDIMENT CONTROL AND STORMWATER MANAGEMENT SHALL BE PROVIDED IN ACCORDANCE WITH THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS AND THE DNR'S DRAINAGE CODE.
- ALL FIRE LINES, FIRE HYDRANTS, SPRINKLER AND STANDPIPE CONNECTIONS AND FIRE EXITS SHALL BE MARKED AND/OR PROTECTED IN ACCORDANCE WITH THE DELAWARE STATE FIRE PROTECTION REGULATIONS, PART V, SECTION 5, DATED 1997 OR AS LATER AMENDED.
- THE RESPONSIBLE PARTY FOR MAINTENANCE FOR DRAINAGE EASEMENTS SHALL BE AS FOLLOWS: THE MAINTENANCE OF PIPES AND STRUCTURES LOCATED IN DRAINAGE EASEMENT IS THE RESPONSIBILITY OF MAINTENANCE CORPORATION, AND THE LAND THAT THE DRAINAGE EASEMENT ENCOMPASSES IS THE RESPONSIBILITY OF THE HOMEOWNER.
- THE DEVELOPER SHALL PAY FUNDS TO NEW CASTLE COUNTY FOR THE PURPOSE OF RESIDENTIAL STORMWATER MANAGEMENT FACILITY MAINTENANCE AND INSPECTIONS PURSUANT TO SECTION 40.27.23B OF THE COUNTY CODE. THE FUNDS SHALL BE USED FOR THE COST ASSOCIATED WITH INSPECTIONS AND MAINTENANCE. AN AMOUNT OF \$- SHALL BE PAID UPON ISSUANCE OF TWENTY (20) PERCENT OF THE BUILDING PERMITS. THE DEPARTMENT SHALL WITHHOLD THE ISSUANCE OF ANY ADDITIONAL BUILDING PERMITS UNTIL THE REQUIREMENT IS FURNISHED WITH SATISFACTORY PROOF THAT THE FUNDS HAVE BEEN PAID TO NEW CASTLE COUNTY IN ACCORDANCE WITH THE REQUIREMENT.
- PURSUANT TO UDC 40.27.22D OF THE UDC, THE DEVELOPER SHALL PLACE FUNDS IN AN INTEREST BEARING ESCROW ACCOUNT EQUIVALENT TO THE COST OF MAINTAINING THE PRIVATE OPEN SPACE AREAS AND COMMON FACILITIES FOR A TWO (2) YEAR PERIOD. THE AMOUNT SHALL BE \$- PER PER LOT * (LOTS * 2 YEARS) AS SHOWN ON THIS PLAN OR SUBSEQUENT PLANS.
- DEVELOPER SHALL BE GRANTED ACCESS TO INDIVIDUAL LOTS FOR A PERIOD OF ONE (1) YEAR AFTER THE LOT HAS BEEN SOLD FOR PURPOSES OF COMPLETING THE OVERALL SITE DRAINAGE AND/OR LANDSCAPING REQUIREMENTS.

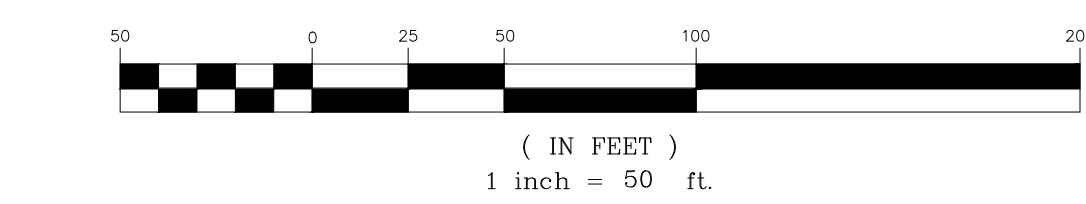
DeDOT's Record Plan General Notes:

- NO LANDSCAPING SHALL BE ALLOWED WITHIN R/W UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL (DCM).
- ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DEDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL.
- SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
- UPON COMPLETION OF THE CONSTRUCTION OF THE SIDEWALK OR SHARED-USE PATH ACROSS THIS PROJECT'S FRONTAGE AND PHYSICAL CONNECTION TO ADJACENT EXISTING FACILITIES, THE DEVELOPER, THE PROPERTY OWNERS OR BOTH ASSOCIATES WITH THIS PROJECT, SHALL BE RESPONSIBLE TO REMOVE ANY EXISTING ROAD-TIE-IN CONNECTIONS LOCATED ALONG ADJACENT PROPERTIES, AND RESTORE THE AREA TO GRASS. SUCH ACTIONS SHALL BE COMPLETED AT DEDOT'S DISCRETION, AND IN CONFORMANCE WITH DEDOT'S "SHARED-USE PATH AND/OR SIDEWALK TERMINATION" POLICY.
- SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO THE PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE STATE OF DELAWARE FOLLOWING THE COMPLETION OF THE STREETS BY THE DEVELOPER TO THE SATISFACTION OF THE TOWN. THE TOWN ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY UNTIL THE STREETS HAVE BEEN ACCEPTED BY THE TOWN.
- SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE TOWN OF TOWNSEND FOLLOWING THE ACCEPTANCE OF THE STREETS. THE TOWN ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY UNTIL THE STREETS HAVE BEEN ACCEPTED BY TOWN.
- THE SIDEWALK AND SHARED-USE PATH SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION. THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE OF THE SIDEWALK AND/OR SHARED-USE PATH.
- ALL LOTS SHALL HAVE ACCESS FROM THE INTERNAL SUBDIVISION STREET.
- DRIVEWAYS WILL NOT BE PERMITTED TO BE PLACED AT CATCH BASIN LOCATIONS.
- LOTS WILL BE PERMITTED TO HAVE ACCESS POINTS THAT COMPLY WITH THE DEVELOPMENT COORDINATION MANUAL (DCM) SPACING REQUIREMENTS OF CHAPTER 1 AND LIMITATIONS OR NUMBER OF LOCATIONS DESCRIBED IN DCIM CHAPTER 7. HOUSING DRIVEWAYS AND SECONDARY ENTRANCES REQUIRE ADDITIONAL DEDOT REVIEW AND SEPARATE PERMITTING, RESTRICTIONS AS DESCRIBED IN THE DCIM CHAPTER 7 MAY PROHIBIT SOME SECONDARY ENTRANCE REQUESTS FROM BEING GRANTED.
- TO MINIMIZE RUTTING AND EROSION OF THE ROADSIDE DUE TO ON-STREET PARKING, DRIVEWAY AND BUILDING LAYOUTS MUST BE CONFIGURED TO ALLOW FOR VEHICLES TO BE STORED IN THE DRIVEWAY BEYOND THE RIGHT-OF-WAY, WITHOUT INTERFERING WITH SIDEWALK ACCESS AND CLEARANCE.
- THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS ON THE DEDICATED SUBDIVISION STREET RIGHT-OF-WAY IN ACCORDANCE WITH SECTION 1.2.4.2 OF THE DEVELOPMENT COORDINATION MANUAL, AND THE REQUIREMENTS OF THE LAND USE AGENCY. RIGHT-OF-WAY MONUMENTS SHALL BE PLACED ALONG THE RIGHT-OF-WAY LINES, AT A MINIMUM ON ONE SIDE OF THE STREET AT EVERY CHANGE IN HORIZONTAL ALIGNMENT TO PROVIDE A PERMANENT REFERENCE FOR THE RE-ESTABLISHING THE CENTERLINE AND RIGHT-OF-WAY LINE.

LEGEND:

	EXISTING PROPERTY LINE		EXISTING STORM PIPE
	PROPOSED PROPERTY LINE		PROPOSED STORM PIPE
	EXISTING RIGHT-OF-WAY		PROPOSED F.E.S.
	PROPOSED RIGHT-OF-WAY		EXISTING SANITARY M.H.
	EXISTING CENTER LINE		PROPOSED SANITARY M.H.
	PROPOSED CENTER LINE		EXISTING SANITARY SEWER
	PROPOSED CURB		PROPOSED SANITARY SEWER
	EX. EDGE OF PAVEMENT		EXISTING SAN. FORCE MAIN
	EXISTING LINE STRIPING		EXISTING WATER MAIN
	PROPOSED LINE STRIPING		PROPOSED WATER MAIN
	BUILDING SETBACK LINE		EX./PROP. FIRE HYDRANT
	EXISTING CONTOUR		EX./PROP. GATE VALVE
	PROPOSED CONTOUR		EXISTING GAS MAIN
	PROPOSED PAVEMENT CROSS-SECTION		PROPOSED GAS MAIN
	PROPOSED SIDEWALK		SOIL BORING LOCATIONS
	PROPOSED BUILDING		SOIL TYPE BOUNDARY LINE
	PROPOSED EASEMENT		MONUMENT/PIPE FOUND
	PROPOSED DRIVEWAY		MONUMENT TO BE SET
	EXISTING INLET		PROP. LIMIT OF DISTURBANCE
	PROPOSED INLET		WRPA RECHARGE AREA LINE
	EXISTING DRAINAGE M.H.		PROPOSED LOT NUMBER
			PROPOSED PROPERTY ADDRESS
			CENTERLINE SWALE RIGHT
			CENTERLINE SWALE LEFT
			PROPOSED DRAINAGE M.H.

GRAPHIC SCALE



Certificate of Ownership:

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE REGULATIONS OF THE TOWN OF TOWNSEND.

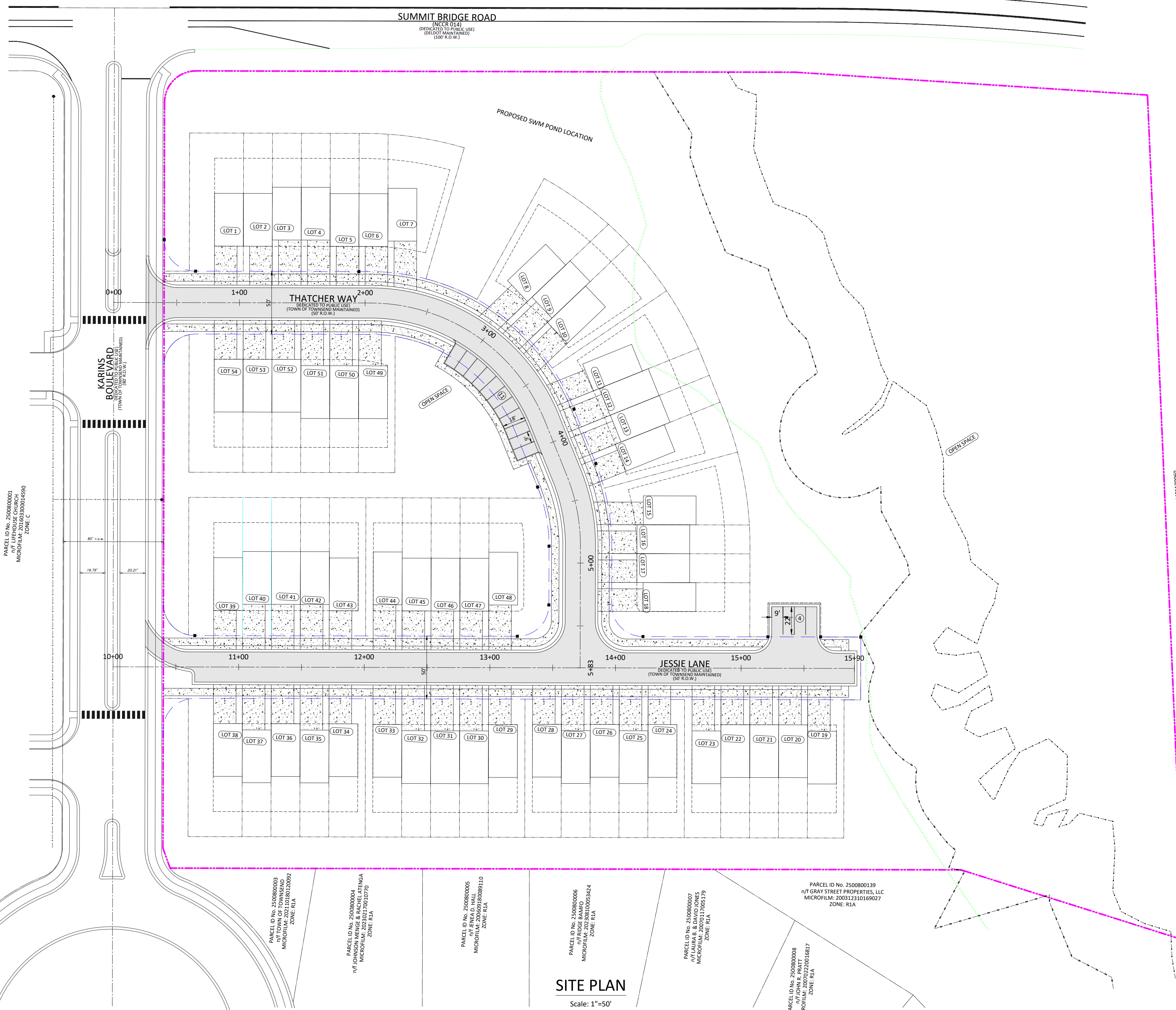
DATE _____

Certificate of Accuracy:

I, EDWARD P. COUNSELLOR, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES, AND IN ACCORDANCE WITH THE APPLICABLE ORDINANCES OF THE TOWN OF TOWNSEND.

EDWARD P. COUNSELLOR, PROFESSIONAL ENGINEER NO. 23772 DATE _____

PRELIMINARY MAJOR SUBDIVISION PLAN W/ REZONING FOR Townsend Crossings New Castle Hundred, Town of Townsend New Castle County, Delaware



SITE DATA:

- OWNER OF RECORD: LIFEHOUSE CHURCH, 858 GREEN GIANT ROAD, TOWNSEND, DE 19734
- APPLICANT: VILLAGE PROPERTIES - TOWNSEND, LLC, C/O RANDY BECKER, 8 CARRIAGE LANE, NEWARK, DE 19711, (302) 377-8846
- ENGINEER/SURVEYOR: FIRST STATE ENGINEERING, 630 CHURCHMANS ROAD, SUITE 105, NEWARK, DE 19702, (302) 368-3184
- SITE ADDRESS: 100 KARINS BOULEVARD, TOWNSEND, DE 19734
- TAX MAP: 250080002
- ZONING DISTRICT: EXISTING: C (RESIDENTIAL), PROPOSED: R-3 (RESIDENTIAL)
- SOURCE OF TITLE: 20160330 0014590
- DATUM: DELAWARE STATE PLANE NAD83, NAVD 88
- BENCHMARK: ELEV. = -
- NUMBER OF LOTS: EXISTING - 1, PROPOSED - 54 TOWNHOMES
- EXISTING USE: OPEN FIELD
- PROPOSED USE: RESIDENTIAL
- GROSS SITE AREA: 11.67 Ac. ± (508,345 S.F.)
- WATER SUPPLY: ARTESIAN WATER COMPANY. WATER SUPPLY IS SUBJECT TO THE APPROVAL OF THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE DEPARTMENT OF PUBLIC HEALTH.
- SANITARY SEWER: NEW CASTLE COUNTY. SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS.
- SEWER FLOWS: SF ATTACHED: 54 UNITS @250 GPD = 13,500 GPD, PEAK FLOW = 4 * 13,500 GPD = 54,000 GPD
- SITE AREA DISTRIBUTIONS:

R-3 (RESIDENTIAL)	11.67 Ac. ± (508,345 S.F.)
TOTAL AREA:	3.67 Ac. ± (160,069 S.F.)
AREA IN R.O.W.:	1.25 Ac. ± (54,485 S.F.)
OPEN SPACE:	6.50 Ac. ± (283,226 S.F.)
STORM WATER MANAGEMENT AREAS: (FLOODS, MAINTENANCE AND OUTFALL) IMPERVIOUS AREAS:	- Ac. ± (- S.F.)
ROADWAY:	0.65 Ac. ± (28,195 S.F.)
SIDEWALK:	0.28 Ac. ± (12,221 S.F.)
DRIVEWAY:	0.61 Ac. ± (26,719 S.F.)
HOUSE AREA:	1.20 Ac. ± (52,164 S.F.)
TOTAL IMPERVIOUS:	2.74 Ac. ± (119,299 S.F.)
- LOT REGULATIONS:

R-3 - RESIDENTIAL SINGLE-FAMILY ATTACHED:	REQ'D	PROVIDED
MINIMUM LOT SIZE:	2,200 SF	2,530 SF
MINIMUM LOT WIDTH:	20 FT.	23 FT.
MINIMUM LOT DEPTH:	110 FT.	110 FT.
STREET YARD SETBACK:	15/20 FT.	15/20 FT.
SIDE YARD SETBACK:	0 FT. / 12 FT END UNIT	0 & 6 FT.
REAR YARD SETBACK:	20 FT.	20 FT.
BUILDING HEIGHT:	40 FT.	< 40 FT.
- MONUMENTATION: EXISTING: - , PROPOSED: -
- FIRE HYDRANTS: EXISTING: 0, PROPOSED: -
- PARKING: REQUIRED FOR TOWNHOUSE = 3 SPACES/2-3 BEDROOM, 2 SPACES/DU. 54 LOTS = 108 SPACES REQUIRED, PROVIDED 2.0 SPACES/DRIVEWAY & GARAGE PER UNIT, 3.0 SPACES/DU X 162 LOTS = 468 SPACES PROVIDED, ADDITIONAL 1 SPACE PER 5 UNITS FOR GUESTS, (5/54) = 11 GUEST SPACES REQUIRED, 15 GUEST SPACES PROVIDED.

Certification of Approvals:

APPROVED _____ BY _____ MAYOR
DATE _____ FOR MAYOR & COUNCIL OF THE TOWN OF TOWNSEND

RECORDED _____ IN THE OFFICE OF THE RECORDER OF DEEDS IN AND DATE _____ FOR NEW CASTLE COUNTY, STATE OF DELAWARE, IN INSTRUMENT NO. _____

PLAN NOTES

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
RP1	COVER SHEET
RP2	RECORD PLAN
RP3	TABLES & DETAILS

NO.	REVISION	DATE
1	-	-

811 MISS UTILITY OF DELMARVA

BEFORE YOU DIG CALL 1-800-282-8555 (DE & MD) WWW.MISSUTILITYDELMARVA.COM PROTECT YOURSELF, GIVE TWO WORKING DAYS NOTICE

PLAN NOTATION: ONLY THOSE PLANS WHICH CONTAIN AN IMPRESSED SEAL OR A RED INK SEAL OF THE RESPONSIBLE PROFESSIONAL SHALL BE CONSIDERED VALID. THIS PLAN HAS BEEN SPECIFICALLY PREPARED FOR THE OWNER DESIGNATED HEREON. ANY MODIFICATION, REVISION, DUPLICATION OR USE WITHOUT THE WRITTEN CONSENT OF FIRST STATE ENGINEERING IS PROHIBITED. RELIANCE ON THIS PLAN FOR ANY PURPOSE OTHER THAN THAT WHICH IS INTENDED SHALL BE AT THE SOLE DISCRETION AND LIABILITY OF THE APPLICABLE PARTY.

BY: EDWARD P. COUNSELLOR DATE _____
DELAWARE PROFESSIONAL ENGINEER NO. 23772

FSE FIRST STATE ENGINEERING

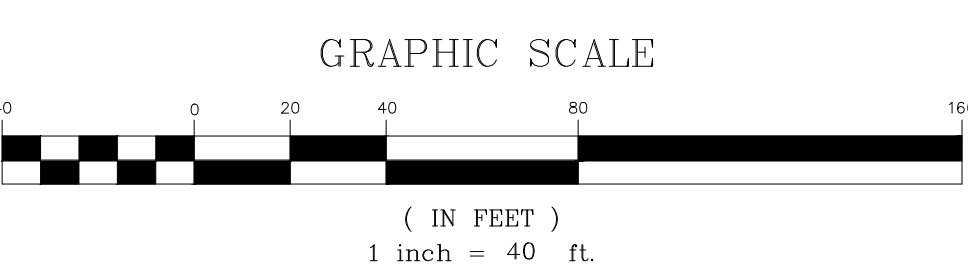
630 CHURCHMANS ROAD, SUITE 105, NEWARK, DE 19702
WWW.FIRSTSTATEENGINEERING.COM
PHONE: (302) 368-3184

PROJECT: 2402NCC	DESIGNED BY: S.E.L.
DATE: 04/01/2024	DRAWN BY: E.P.C.
SCALE: 1" = 50'	CHECKED BY: S.E.L.

TOWNSEND CROSSINGS FOR VILLAGE PROPERTIES - TOWNSEND, LLC PARCEL ID. NO. 2500800002 SITUATED IN APPOQUINMINK HUNDRED TOWN OF TOWNSEND NEW CASTLE COUNTY, DELAWARE

TITLE: PRELIMINARY	COVER SHEET
SHEET NUMBER: RP1	

THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE THIS 11.67 ± ACRE SITE INTO 54 TOWNHOUSE LOTS ALONG WITH THE IMPROVEMENTS REQUIRED WITHIN.



SITE PLAN
 Scale: 1"=40'

REVISION	DATE

811 MISS UTILITY OF DELMARVA
 BEFORE YOU DIG CALL 1-800-282-8555 (DE & MD)
 WWW.MISSUTILITYDELMARVA.COM
 PROTECT YOURSELF, GIVE TWO WORKING DAYS NOTICE

PLAN NOTATION
 ONLY THOSE PLANS WHICH CONTAIN AN IMPRESSED SEAL OR A RED INK SEAL OF THE RESPONSIBLE PROFESSIONAL SHALL BE CONSIDERED VALID. THIS PLAN HAS BEEN SPECIFICALLY PREPARED FOR THE OWNER DESIGNATED HEREON. ANY MODIFICATION, REVISION, DUPLICATION OR USE WITHOUT THE WRITTEN CONSENT OF FIRST STATE ENGINEERING IS PROHIBITED. RELIANCE ON THIS PLAN FOR ANY PURPOSE OTHER THAN THAT WHICH IS INTENDED SHALL BE AT THE SOLE DISCRETION AND LIABILITY OF THE APPLICABLE PARTY.

BY: SCOTT E. LOBDELL DATE _____
 DELAWARE PROFESSIONAL ENGINEER NO. 12260

FSE
FIRST STATE
 ENGINEERING

630 CHURCHMAN'S ROAD, SUITE 105, NEWARK, DE 19702
 WWW.FIRSTSTATEENGINEERING.COM
 PHONE: (302) 368-3184

PROJECT: 2402NCC	DESIGNED BY: S.E.L.
DATE: 04/01/2024	DRAWN BY: E.P.C.
SCALE: 1" = 40'	CHECKED BY: S.E.L.

TOWNSEND CROSSINGS
 FOR
 VILLAGE PROPERTIES - TOWNSEND, LLC
 PARCEL ID. NO. 2500800002
 SITUATED IN
 APPOQUINIMINK HUNDRED
 TOWN OF TOWNSEND
 NEW CASTLE COUNTY, DELAWARE

TITLE
RECORD PLAN

PRELIMINARY SHEET NUMBER
RP2

PARCEL AREA TABLE				
PARCEL NO.	TOTAL AREA	PERIMETER	SEGMENT LENGTHS (FT)	SEGMENT BEARINGS
1	4,730 SF	306.00'	110.00 43.00 110.00 43.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
2	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
3	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
4	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
5	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
6	2,529 SF	265.95'	109.92 13.68 9.33 110.00 4.33 18.68	S 31°53'37" W N 55°51'59" W N 58°06'23" W N 31°53'37" E S 58°06'23" E S 56°13'42" E
7	5,053 SF	311.19'	108.67 30.68 109.92 61.71	S 48°03'24" W N 48°34'25" W N 31°53'37" E S 48°08'49" E
8	5,098 SF	313.28'	29.73 110.00 62.96 110.59	N 24°17'08" W N 60°50'51" E S 22°49'26" E S 78°08'01" W
9	2,534 SF	266.68'	23.03 110.00 23.07 110.59	S 14°10'51" E S 78°08'01" W N 15°38'33" W N 78°08'01" E
10	4,212 SF	296.58'	47.45 110.00 29.13 110.00	S 7°05'49" E S 87°40'20" W N 7°05'49" W N 78°08'01" E
11	4,503 SF	301.94'	52.60 110.07 29.27 110.00	S 2°57'35" W N 80°10'44" W N 2°27'53" E N 87°40'20" E
12	2,530 SF	266.07'	15.17 110.00 15.17 7.83 110.00 7.83	S 9°49'16" W N 80°10'44" W N 9°49'16" E N 8°32'21" E S 80°10'44" E S 9°02'02" W

PARCEL AREA TABLE				
PARCEL NO.	TOTAL AREA	PERIMETER	SEGMENT LENGTHS (FT)	SEGMENT BEARINGS
13	2,530 SF	266.00'	23.00 110.00 23.00 110.00	S 9°49'16" W N 80°10'44" W N 9°49'16" E S 80°10'44" E
14	3,917 SF	291.21'	8.43 33.68 110.00 20.68 110.00	S 9°49'16" W S 13°12'22" W N 73°24'31" W N 13°12'22" E N 9°49'16" E S 80°10'44" E
15	4,865 SF	308.77'	58.92 110.33 29.53 110.00	S 22°30'51" W N 58°06'23" W N 21°25'29" E S 73°24'31" E
16	2,532 SF	266.37'	5.82 17.21 110.33 17.19 5.82 110.00	N 31°53'37" E N 29°04'33" E S 58°06'23" E S 30°09'54" W S 31°53'37" W N 58°06'23" W
17	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 58°06'23" E S 31°53'37" W N 58°06'23" W N 31°53'37" E
18	4,596 SF	295.27'	43.00 85.00 39.27 18.00 110.00	S 31°53'37" W N 58°06'23" W N 13°06'23" W N 31°53'37" E S 58°06'23" E
19	3,190 SF	278.00'	110.00 29.00 110.00 29.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
20	2,530 SF	266.00'	23.00 110.00 23.00 110.00	S 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
21	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
22	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
23	3,190 SF	278.00'	29.00 110.00 29.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
24	3,190 SF	278.00'	29.00 110.00 29.00 110.00	S 58°06'23" E S 31°53'37" W N 58°06'23" W N 31°53'37" E

PARCEL AREA TABLE				
PARCEL NO.	TOTAL AREA	PERIMETER	SEGMENT LENGTHS (FT)	SEGMENT BEARINGS
25	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
26	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
27	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
28	3,190 SF	278.00'	29.00 110.00 29.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
29	3,190 SF	278.00'	29.00 110.00 29.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
30	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
31	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
32	2,530 SF	266.00'	23.00 110.00 23.00 110.00	S 58°06'23" W N 31°53'37" E N 58°06'23" W N 31°53'37" E
33	3,190 SF	278.00'	110.00 29.00 110.00 29.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
34	3,190 SF	278.00'	29.00 110.00 29.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
35	2,530 SF	266.00'	110.00 23.00 110.00 23.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
36	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W

PARCEL CURVE TABLE					
CURVE NO.	RADIUS	LENGTH	DELTA	CHORD LENGTH	CHORD DIRECTION
C41	285.00'	193.86'	38°58'25"	190.15'	N 9°39'57" W
C43	285.00'	7.83'	1°34'27"	7.83'	N 9°02'02" E
C44	285.00'	33.68'	6°46'13"	33.66'	N 13°12'22" E
C45	175.00'	7.83'	2°33'51"	7.83'	S 8°32'21" W
C46	175.00'	20.68'	6°46'13"	20.67'	S 13°12'22" W
C47	175.00'	29.53'	9°40'01"	29.49'	S 21°25'29" W
C48	175.00'	17.21'	5°38'07"	17.20'	S 29°04'33" W
C49	25.00'	39.27'	90°00'00"	35.36'	S 13°06'23" E
C52	125.00'	38.80'	17°47'12"	38.65'	N 23°00'01" E
C53	125.00'	9.35'	4°17'09"	9.35'	N 11°57'50" E
C54	125.00'	19.75'	9°03'14"	19.73'	N 53°34'46" W
C55	25.00'	34.24'	78°27'47"	31.62'	S 71°07'30" W
C56	25.00'	39.27'	90°00'00"	35.36'	S 13°06'23" E
C57	25.00'	34.24'	78°27'47"	31.62'	S 72°01'17" E
C58	25.00'	5.03'	11°32'13"	5.03'	S 52°20'17" E
C59	285.00'	17.19'	3°27'24"	17.19'	S 30°09'54" W
C60	25.00'	39.27'	90°00'00"	35.36'	N 76°53'37" E
C61	285.00'	17.19'	3°27'24"	17.19'	N 30°09'54" E
C62	25.00'	39.27'	90°00'00"	35.36'	N 76°53'37" E
C64	285.00'	58.92'	11°50'43"	58.82'	N 22°30'51" E

PARCEL CURVE TABLE					
CURVE NO.	RADIUS	LENGTH	DELTA	CHORD LENGTH	CHORD DIRECTION
C10	25.00'	39.27'	90°00'00"	35.36'	N 76°53'37" E
C13	25.00'	39.27'	90°00'00"	35.36'	N 13°06'23" W
C14	285.00'	18.68'	3°45'22"	18.68'	N 56°13'42" W
C15	285.00'	80.40'	16°09'47"	80.13'	N 50°01'30" W
C16	285.00'	61.71'	12°24'25"	61.59'	N 48°08'49" W
C17	175.00'	30.88'	10°06'37"	30.84'	S 48°34'16" E
C19	285.00'	62.96'	12°39'26"	62.83'	N 22°49'26" W
C20	175.00'	13.68'	4°28'49"	13.68'	S 55°51'59" E
C21	175.00'	43.87'	14°21'48"	43.76'	S 36°20'03" E
C22	175.00'	207.47'	67°55'39"	195.53'	N 24°08'34" W
C23	125.00'	148.19'	67°55'39"	139.67'	N 24°08'34" W
C24	125.00'	128.44'	58°52'25"	122.87'	N 19°36'57" W
C25	175.00'	29.73'	9°44'02"	29.69'	S 24°17'08" E
C30	175.00'	23.07'	7°33'08"	23.05'	S 15°38'33" E
C31	175.00'	29.13'	9°32'19"	29.10'	S 7°05'49" E
C32	175.00'	29.27'	9°35'05"	29.24'	S 22°27'53" W
C34	285.00'	62.96'	12°39'26"	62.83'	N 22°49'26" W
C35	285.00'	23.03'	4°37'44"	23.02'	N 14°10'51" W
C38	285.00'	47.45'	9°32'19"	47.39'	N 7°05'49" W
C40	285.00'	52.60'	10°34'29"	52.53'	N 2°57'35" E

PARCEL AREA TABLE				
PARCEL NO.	TOTAL AREA	PERIMETER	SEGMENT LENGTHS (FT)	SEGMENT BEARINGS
37	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
38	4,730 SF	306.00'	43.00 110.00 43.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
41	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
42	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
43	3,190 SF	278.00'	29.00 110.00 29.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
44	3,190 SF	278.00'	29.00 110.00 29.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
45	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
46	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
47	2,530 SF	266.00'	23.00 110.00 23.00 110.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
48	5,053 SF	299.60'	38.80 46.82 39.27 22.84 110.00 41.87	S 23°00'01" W S 31°53'37" W S 76°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
49	3,180 SF	276.52'	9.33 19.75 108.44 29.00 110.00	S 58°06'23" E S 33°34'46" E S 31°53'37" W N 58°06'23" W N 31°53'37" E
50	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E

PARCEL AREA TABLE				
PARCEL NO.	TOTAL AREA	PERIMETER	SEGMENT LENGTHS (FT)	SEGMENT BEARINGS
51	2,530 SF	266.00'	110.00 23.00 110.00 23.00	S 31°53'37" W N 58°06'23" W N 31°53'37" E S 58°06'23" E
52	2,530 SF	266.00'	110.00 23.00 110.00 23.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
53	2,530 SF	266.00'	110.00 23.00 110.00 23.00	N 58°06'23" W N 31°53'37" E S 58°06'23" E S 31°53'37" W
54	4,730 SF	306.00'	0.51 43.00 110.00 43.00 109.49'	N 31°53'37" E S 58°06'23" E N 58°06'23" W S 31°53'37" W N 31°53'37" E

PARCEL CURVE TABLE					
CURVE NO.	RADIUS	LENGTH	DELTA	CHORD LENGTH	CHORD DIRECTION
C10	25.00'	39.27'	90°00'00"	35.36'	N 76°53'37" E
C13	25.00'	39.27'	90°00'00"	35.36'	N 13°06'23" W
C14	285.00'	18.68'	3°45'22"	18.68'	N 56°13'42" W
C15	285.00'	80.40'	16°09'47"	80.13'	N 50°01'30" W
C16	285.00'	61.71'	12°24'25"	61.59'	N 48°08'49" W
C17	175.00'	30.88'	10°06'37"	30.84'	S 48°34'16" E
C19	285.00'	62.96'	12°39'26"	62.83'	N 22°49'26" W
C20	175.00'	13.68'	4°28'49"	13.68'	S 55°51'59" E
C21	175.00'	43.87'	14°21'48"	43.76'	S 36°20'03" E
C22	175.00'	207.47'	67°55'39"	195.53'	N 24°08'34" W
C23	125.00'	148.19'	67°55'39"	139.67'	N 24°08'34" W
C24	125.00'	128.44'	58°52'25"	122.87'	N 19°36'57" W
C25	175.00'	29.73'	9°44'02"	29.69'	S 24°17'08" E



Consulting Civil Engineers ♦ Surveying ♦ Planning
Hydraulics/Hydrology ♦ Construction Inspections
Construction Management ♦ Land Development
Water/Wastewater ♦ Construction Management

May 1, 2024

Town of Townsend
141 Main Street
Townsend, DE 19734
Attn.: Ms. Mariaelena Rivera

RE: **Townsend Crossings**
Major Subdivision with Rezoning – PRELIMINARY PLAN
Parcel #2500800002
Town of Townsend, New Castle County, Delaware
FSE File #23-03-NCC

Dear Ms. Rivera:

Please find enclosed ten (10) copies of the Preliminary plan for the above referenced proposed subdivision.

We would like to request to be placed on the May Planning Commission and Town Council agendas for consideration.

Please feel free to contact me if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Scott Lobdell'. The signature is written in a cursive style with a large, stylized 'S' and 'L'.

Scott Lobdell, P.E.

Please Reply To:

First State Engineering
630 Churchmans Road, Suite 105
Newark, DE 19702

FirstStateEngineering.com

PH: 302.368.3184
FAX: 302.368.7195
info@FirstStateEngineering.com

TOWNSEND POLICE DEPARTMENT



661 South Street, PO Box 223, Townsend, DE 19734
Office 302-464-1262 Dispatch 302-739-4865 **EMERGENCY 911**

JUNE 2024 Town Council Meeting

The information provided herein is from May 1, 2024 –May 30, 2024

1) 36 Total Calls for Service

- 1 – Conditional Release Arrest
- 1 – Psychiatric Incident
- 1 – Public Assist
- 1 – Recovered Stolen Vehicle (Stolen from Middletown)
- 1 – Harassment
- 1 – Suspicious Activity
- 1 – Fraud
- 2 – Domestic's
- 2 – Terroristic Threat
- 2 – Follow up reports
- 2 - Theft's
- 2 – Alarms
- 2 – Traffic Hazard's
- 3 – Stolen Vehicles (All recovered – ONGOING INVESTIGATION)
- 3 – Motor Vehicle Crashes
- 3 – Assist Townsend EMS / FD
- 4 – Civil Matters
- 4 – Welfare Check's

2) 9 School Traffic Details

3) Participated in 3 Community Outreach Events

Sincerely,

Robert J. Longo

Chief of Police

TOWN OF TOWNSEND - MONTHLY ENGINEERING REPORT | JUNE 2024

TO: Mariaelena Rivera, Town Clerk
FROM: Erik Gruenes, PE
RE: Town of Townsend | Monthly Engineering Report
DATE: June 5, 2024

Remington & Vernick Engineers (RVE) is pleased to provide the Town of Townsend this status update for the various capital and planning projects.

Should you have any questions please contact me at (302) 287-7460.

CAPITAL PROJECTS

1. Surface Water Matching Planning Grant Program (DNTET101)

- a) The preparation of the Cannery Lane drainage design plans and specifications in process by RVE. Project documents to be completed by June 30, 2024. The project is approximately 90% complete.
- b) Construction easements may be required to complete the project. Survey verification required to confirm the location of existing and proposed drainage swales.
- c) Stormwater report with hydraulic study and analysis for the stormwater system in Townsend Proper completed February 2024.
- d) RVE presented report summary and recommendations on December 6, 2023, at Council meeting.

2. Townsend Municipal Park Irrigation (DNTET105)

- a) The Bid Opening was May 28, 2024, at 10:00 AM. One supplier, Delaware Environmental Construction Servis, submitted a bid of \$107,755. A letter of recommendation will be sent this week.
- b) RVE submitted Request for Proposals to electrical contractors on April 3, 2024, and received cost estimates from contractors for consideration. The Electrical work was awarded to Generation Electric Services for the amount of \$23,500.
- c) RVE is in the process of scheduling a pre-construction meeting with Generation Electric Services to begin work.
- d) A request for additional grant funding was submitted on March 12, 2024, to the ORPT Planning Manager to determine whether more funding is available for the project. Supplementary funding is required due to the change of scope to use the existing wells pumps as the water source for the irrigation system and the increase in construction cost.

2. *Continued* | Townsend Municipal Park Irrigation (DNTET105)

- e) Temporary electrical connection | Lifetime conducted well pump testing on November 8, 2023. Well #1 & 2 tested positive and are in good working order.
- f) The first public bid for irrigation system on the multi-purpose and baseball fields occurred on October 25, 2023.

3. 2023 - 2024 Townsend General Engineering (DNTET107)

2024 Road Program

- a) Public Works Committee finalized the road selection on May 15, 2024, decided to place focus on Ginn Street.
- b) RVE to revise proposal based on designated roads selected by Town for 2024 Road Program and will submit to the Town by June 17, 2024.
- c) The Town decided to hold off on the inclusion of other roads and ADA curb ramps at various locations throughout the Town.

Finley Street Pole Barn

- a) Townsend was sent RVE pole barn proposal to review on May 1, 2024.
- b) USACE issued Preliminary Jurisdictional Determination letter received on March 6, 2024. The proposed pole barn design does not require a Department of the Army permit.
- c) Project scope finalized in February 2024.
- d) On December 20, 2023, USACE requested a more detailed concept plan showing the proposed development on the site (i.e. access road, parking). A detailed concept plan was given to the USACE by January 31, 2024.
- e) Final submission of USACE Nationwide Permit on November 27, 2023. Review completed by January 26, 2024.
- f) Received environmental review by DNREC on September 29, 2023.

PLANNING PROJECTS

1. Townsend Village I (DNTEP013)

- a) Waiting on pending encroachments resolution by Developer.
- b) Open Space Program is currently being handled by the Developers legal department.
- c) The damaged concrete sidewalk next to basin restoration site in Marilyn Court was repaired during week of March 11, 2024. The Developer is scheduled to repair the damaged concrete driveway next to the pump station on Edgar Road.
- d) Assessment of vegetation growth scheduled in spring of 2024.
- e) The Developer completed the restoration of the existing stormwater basins located behind 231 Edgar Road & behind Marilyn Court. The work included re-grading existing slopes, stabilizing slopes with erosion control matting, and replacing deteriorated outfall pipes.

2. The Woods at Hidden Creek (DNTEP082)

- a) RVE approves Lines & Grades plan for Lot 42, will continue to review permit plans for development.
- b) RVE submitted revised financial security and inspection escrow letter for Phase 5: Lots 57 - 73 & 184 - 193 (27 Lots) construction on April 26, 2024.
- c) Construction of residential lots in Phase 2 is ongoing on the following roads: Leatherwood Road, Zinnia Circle and Nightshade Way.
- d) The listed lots are currently under construction:
Lot 8, 9, 13, 20, 26, 29, 31, & 32.
- e) Lines and Grades plan review completed for Lot 17.
- f) There are approximately (20) houses built in the development to date.



**TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
April 30, 2024**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Impact Fees: Fire House Impact Fees	11,250.00	13,500.00	2,250.00	120%
Franchise Fees	22,000.00	14,113.83	(7,886.17)	64%
Interest Income	20,000.00	68,763.57	48,763.57	344%
Miscellaneous Income	1,500.00	1,985.33	485.33	132%
Property Transfer Taxes	250,000.00	219,079.58	(30,920.42)	88%
Real Estate Property Tax	660,000.00	664,105.88	4,105.88	101%
Violations, Fines & Penalties	1,500.00	1,100.00	(400.00)	73%
Rental Registration Fee	1,600.00	2,170.00	570.00	136%
Total Administrative Revenues	967,850.00	984,818.19	16,968.19	102%
Impact Fees	101,250.00	121,500.00	20,250.00	120%
Permits and Fees	62,700.00	76,708.24	14,008.24	122%
Town Permits	84,100.00	145,208.94	61,108.94	173%
Total Permits & Licenses Revenues	248,050.00	343,417.18	95,367.18	138%
Park rental	600.00	2,250.00	1,650.00	375%
Total Park & Recreation Revenues	600.00	2,250.00	1,650.00	375%
Grants Revenue	317,900.00	28,976.88	(288,923.12)	9%
Municipal Street Aid Grant	59,600.00	59,162.21	(437.79)	99%

Total Grant Revenues	377,500.00	88,139.09	(289,360.91)	23%
Community Events: Donations	1,500.00	1,750.00	250.00	117%
Town Fair Donation	3,100.00	3,717.50	617.50	120%
Community Events: Town Fair	2,000.00	1,375.00	(625.00)	69%
Total Community Events Revenues	6,600.00	6,842.50	242.50	104%
General Fund Revenue Total	1,600,600.00	1,425,466.96	(175,133.04)	89%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Impact Fees: Fire House Impact Fees	11,250.00	19,500.00	8,250.00	173%
Advertising	450.00	722.78	272.78	161%
Accounting Audit	25,000.00	27,600.00	2,600.00	110%
PNC Credit Card Fees and Reward Credits	-	(2,192.13)	(2,192.13)	
Computer/Software Support	43,300.00	34,202.87	(9,097.13)	79%
DE League of Local Governmts	2,750.00	1,698.96	(1,051.04)	62%
Decorations	500.00	139.92	(360.08)	28%
Elections Expense	1,000.00	-	(1,000.00)	0%
Copier Maintenance Agreement	3,500.00	2,578.86	(921.14)	74%
Town Insurance (General Liab & Property)	25,000.00	24,388.78	(611.22)	98%
Maintenance:Town Hall Cleaning/Pest Ctrl	2,300.00	1,650.00	(650.00)	72%
Membership Fees	400.00	450.00	50.00	113%
General Town Hall Expenses	10,000.00	6,909.62	(3,090.38)	69%
Office Equipment	2,000.00	76.98	(1,923.02)	4%
Security System @ 141 Main Street	2,000.00	-	(2,000.00)	0%
Office Supplies	2,800.00	348.75	(2,451.25)	12%
Flowers & Gifts	1,000.00	320.95	(679.05)	32%
Code Red	2,600.00	2,537.50	(62.50)	98%
Postage & Delivery	4,000.00	2,696.60	(1,303.40)	67%
Town Merchandise/Uniforms	750.00	-	(750.00)	0%
Professional Fees	120,500.00	122,342.00	1,842.00	102%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
General Legal	75,000.00	34,486.07	(40,513.93)	46%
Board of Adjustment	5,500.00	5,219.86	(280.14)	95%
IPA Services	1,000.00	105.00	(895.00)	11%
Subscription Fee	1,800.00	1,463.46	(336.54)	81%
Training Classes	2,500.00	610.00	(1,890.00)	24%
Trash Collection Service	226,400.00	189,294.92	(37,105.08)	84%
Travel & Entertainment	1,500.00	217.66	(1,282.34)	15%
Utilities - Town Hall	13,300.00	9,624.82	(3,675.18)	72%
Street Lights	96,800.00	87,815.44	(8,984.56)	91%
Unrealized Gains/Losses	-	(66,589.75)	(66,589.75)	
Realized Gains/Losses	-	1,690.52	1,690.52	
Total Administrative Expenditures	684,900.00	509,910.44	(174,989.56)	74%
Payroll & Benefits	599,700.00	413,057.20	(186,642.80)	69%
Total Payroll Expenditures	599,700.00	413,057.20	(186,642.80)	69%
Professional Fees: Code Enf/Inspections	40,000.00	49,089.80	9,089.80	123%
Professional Fees: Lot Grading Reviews	8,000.00	10,450.00	2,450.00	131%
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%
Total Code & Planning Expenditures	49,000.00	59,539.80	10,539.80	122%
Town Equipment Fuel	5,000.00	2,100.58	(2,899.42)	42%
Park Maintenance Expense	34,500.00	5,744.31	(28,755.69)	17%
Vehicle/Equipment Maintenance	4,200.00	1,343.30	(2,856.70)	32%
Public Works Equipment	3,900.00	2,951.42	(948.58)	76%
Public Works Uniforms	1,200.00	212.48	(987.52)	18%
Town Landscaping & Beautification	1,500.00	109.95	(1,390.05)	7%
Street Repairs: Maintenance	59,600.00	19,560.96	(40,039.04)	33%
Street Repairs: Snow Removal	20,000.00	17,555.00	(2,445.00)	88%
Street Repairs: Street Signs	3,000.00	410.17	(2,589.83)	14%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Total Public Works Expenditures	132,900.00	49,988.17	(82,911.83)	38%
Community Relations	1,250.00	450.14	(799.86)	36%
Community Events Expense	9,100.00	3,145.50	(5,954.50)	35%
National Wildlife Foundation/Habitats	500.00	10.15	(489.85)	2%
Total Community Events Expenditures	10,850.00	3,605.79	(7,244.21)	33%
Capital Expenses	17,000.00	8,041.25	(8,958.75)	47%
Total Capital Expenditures	17,000.00	8,041.25	(8,958.75)	47%
General Fund Expenditure Totals	1,494,350.00	1,044,142.65	(450,207.35)	70%



**TOWN OF TOWNSEND
POLICE FUND INCOME STATEMENT
April 30, 2024**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Impact Fees: Public Safety	22,500.00	27,000.00	4,500.00	120%
Fines - Police	6,000.00	1,649.01	(4,350.99)	27%
Grant Revenue	162,700.00	162,686.00	(14.00)	100%
Miscellaneous Income	3,900.00	4,130.58	230.58	106%
Transfers In	297,150.00	-	(297,150.00)	0%
Police Revenue Total	492,250.00	195,465.59	(296,784.41)	40%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Community Relations	1,000.00	672.50	(327.50)	67%
Repairs & Maint - Vehicles/Equipment	6,650.00	2,871.38	(3,778.62)	43%
PD Bldg Expenses	1,500.00	107.05	(1,392.95)	7%
Security System - 661 South St	2,350.00	0	(2,350.00)	0%
Computer/Software Expense	1,500.00	1,682.07	182.07	112%
DSP Extra Duty Patrol	4,000.00	0	(4,000.00)	0%
PD Cleaning	1,200.00	900.00	(300.00)	75%
PD Pest Control	500.00	490.00	(10.00)	98%
PD Equipment/Office Equipmnet	3,800.00	2,919.66	(880.34)	77%

Advertising	100.00	0	(100.00)	0%
Postage & Delivery	300.00	190.51	(109.49)	64%
Printing	200.00	0	(200.00)	0%
Miscellaneous Expense	300.00	251.79	(48.21)	84%
Prisoner Meals	100.00	0	(100.00)	0%
Training Classes	6,500.00	579.95	(5,920.05)	9%
Office/Cleaning Supplies	2,750.00	41.42	(2,708.58)	2%
DUI Blood Draws	500.00	0	(500.00)	0%
Memberships & Subscriptions	300.00	150.00	(150.00)	50%
Fuel	11,000.00	4,183.84	(6,816.16)	38%
Insurance - (Gen Liability & Property)	7,100.00	3,960.83	(3,139.17)	56%
Uniforms: PD	21,900.00	2,491.44	(19,408.56)	11%
Legal Services	5,000.00	0	(5,000.00)	0%
New Hire/Occ Health	2,400.00	1,223.00	(1,177.00)	51%
Utilities - PD	11,850.00	8,195.66	(3,654.34)	69%
Total Administrative Expenditures	92,800.00	30,911.10	(61,888.90)	33%
Payroll & Benefits	291,900.00	187,195.32	(104,704.68)	64%
Total Payroll Expenditures	291,900.00	187,195.32	(104,704.68)	64%
Capital Expense - PD	213,800.00	169,273.06	(44,526.94)	79%
Total Capital Expenditures	213,800.00	169,273.06	(44,526.94)	79%
Police Expenditure Total	598,500.00	387,379.48	(211,120.52)	65%



TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
 April 30, 2024

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Grants Revenue	753,100.00	-	(753,100.00)	0%
Special Revenue Fund Revenue Totals	753,100.00	-	(753,100.00)	0%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Capital Expenses - ARPA	753,100.00	139,005.84	(614,094.16)	18%
Special Revenue Fund Expenditure Totals	753,100.00	139,005.84	(614,094.16)	18%



TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
 April 30, 2024

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Police Grants Revenue	45,700.00	43,886.06	(1,813.94)	96%
Police Grants Revenue Totals	45,700.00	43,886.06	(1,813.94)	96%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Overtime	12,000.00	6,394.97	(5,605.03)	53%
FICA	-	40.94	40.94	
Misc Expense	33,700.00	11,544.34	(22,155.66)	34%
Police Grants Expenditure Totals	45,700.00	17,980.25	(27,719.75)	39%



**TOWN OF TOWNSEND
CASH AND CASH EQUIVALENTS
April 30, 2024**

Account		April-24
Cash - Operating Account	\$	1,176,882.14
Cash - Payroll		66,199.26
Cash - Municipal Street Aid		171,482.88
Cash - Escrow Account		87,963.88
Cash - Petty Cash		100.00
MML Investors Services		3,093,383.59
Total General Fund	\$	4,596,011.75

Account		April-24
Police Grants Cash	\$	43,910.91
ARPA Cash	\$	510,549.34
Total Grants Cash	\$	554,460.25

Note:

Cash - Operating Account	\$	1,176,882.14
Less: Police Funding in FY24 budget		(297,150.00)
Total Operating	\$	879,732.14